جامعة قطر
QATAR UNIVERSITY

Banner Waitlist User Manual

Prepared by,
Banner Team

جامعة قطر
QATAR UNIVERSITY

Dear Student,

myBanner student information system was upgraded from version 7 to 8 on 24th of October, 2010. Banner 8 includes new features that smooth registration processes and give student better opportunities for class registration. One of these features is class waiting list which allow student to register once there is an available seat in the section as long as student on waiting list

The purpose of this manual is to provide you with basic instructions to use waiting list by demonstrating the following:

- Finding waiting list through searching for classes
- Adding a student on waitlist
- Registering for a section from waitlist

1 Finding waiting list through searching for classes

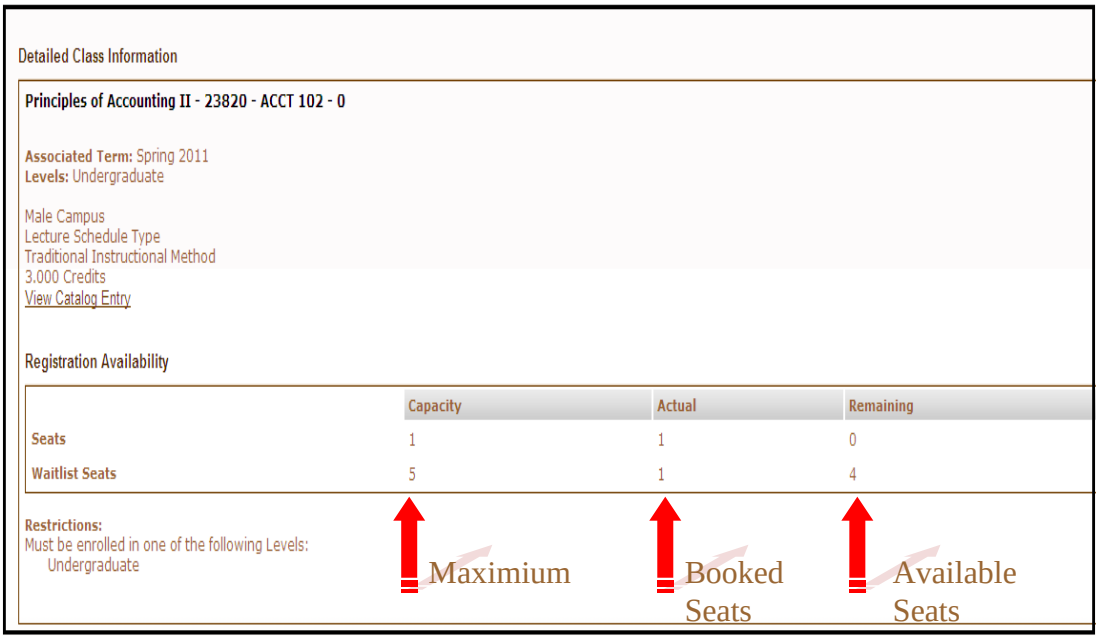
Click on the CRN number after searching for class through link **Search for Classes** under **Registration** menu

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.
Sections Found
Accounting
Select CRN Subj Crse Sec Cmp Cred Title Days Time Cap Act Rem WL Cap WL Act WL Rem Instructor Date (MM/DD) Location Attribute
C 23820 ACCT 102 0 M 3.000 Principles of Accounting II UTR 08:00 am-08:50 am 1 1 0 5 1 4 Raed I. Ismail (P) 02/13-05/26 TBA Business Course
ACCT 102 0 M 3.000 Principles of Accounting II UTR 08:00 am-08:50 am 1 0 1 10 0 10 TBA 02/13-05/26 TBA Business Course
23822 ACCT 102 0 M 3.000 Principles of Accounting II UTR 08:00 am-08:50 am 1 0 1 1 2 -1 TBA 02/13-05/26 TBA Business Course
C 20804 ACCT 110 L01 M 3.000 Financial Accounting TBA 5 5 0 10 0 10 TBA 02/13-05/26 TBA Business Course
23157 ACCT 110 L02 M 3.000 Financial Accounting UTR 10:00 am-10:50 am 35 0 35 0 0 0 TBA 02/13-05/26 A05 0255 Business Course
20807 ACCT 116 L01 M 3.000 Managerial Accounting UTR 12:00 pm-12:50 pm 50 0 50 0 0 0 Zaki K. Abu-Shawish (P) 02/13-05/26 A05 0209 Business Course
20809 ACCT 221 L01 M 3.000 Intermediate Accounting I UTR 09:00 am-09:50 35 0 35 0 0 0 Fethi Saidi (P) 02/13-05/26 A05 0101 Business Course
Click on CRN number

Click on the section title as it is shown below

Class Schedule Listing
Home > Class Schedule Listing
Sections Found
Principles of Accounting II - 23820 - ACCT 102 - 0
Associated Term: Spring 2011
Registration Dates: Nov 08, 2010 to May 26, 2011
Levels: Undergraduate
Attributes: Business Course
Instructors: Raed I. Ismail (P)
Male Campus
Lecture Schedule Type
Traditional Instructional Method
3.000 Credits
View Catalog Entry
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 8:00 am - 8:50 am UTR TBA Feb 13, 2011 - May 26, 2011 Lecture Raed I. Ismail (P)
Return to Previous
New Search

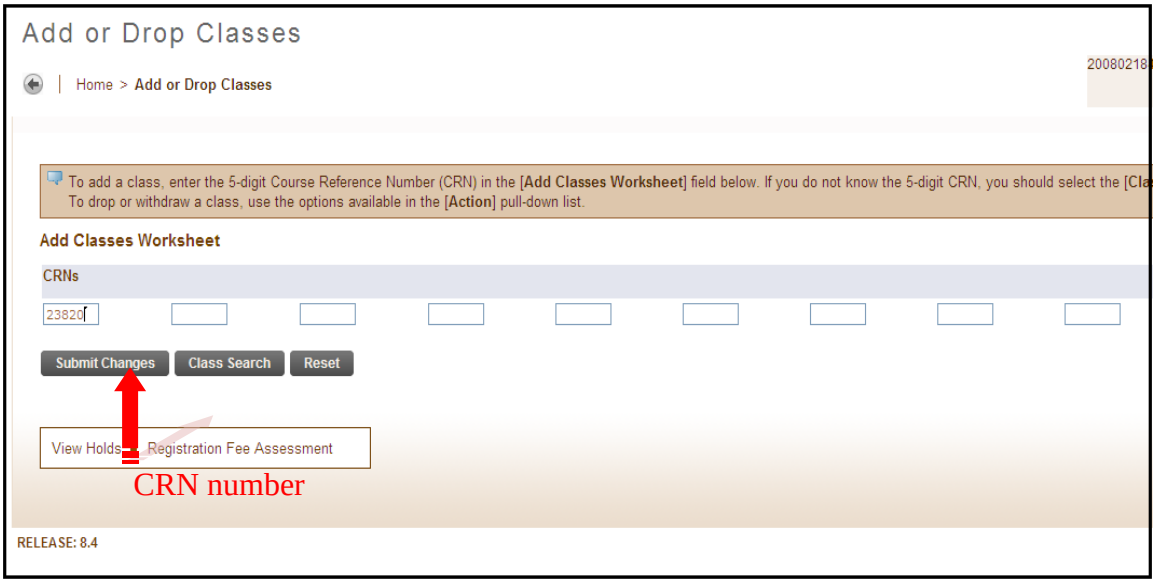
Detailed Class Information shows the availability on waiting list. For example, this section has 5 seats for waitlist. There is 1 seat is taken and 4 seat are available.



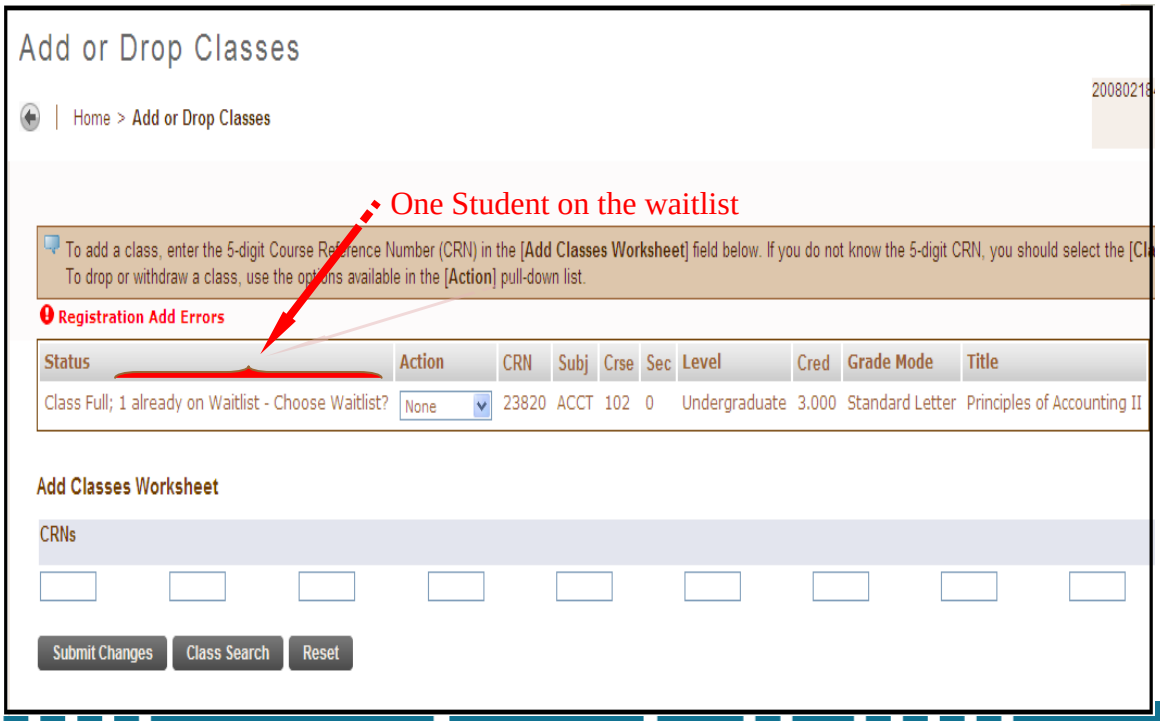
2 Adding a student on waitlist

Go to **Add or Drop Class** page and enter the CRN number in the Add Classes Worksheet as it is shown below. Do not use the **Search for Class** page because the section will appear with status C (Closed)

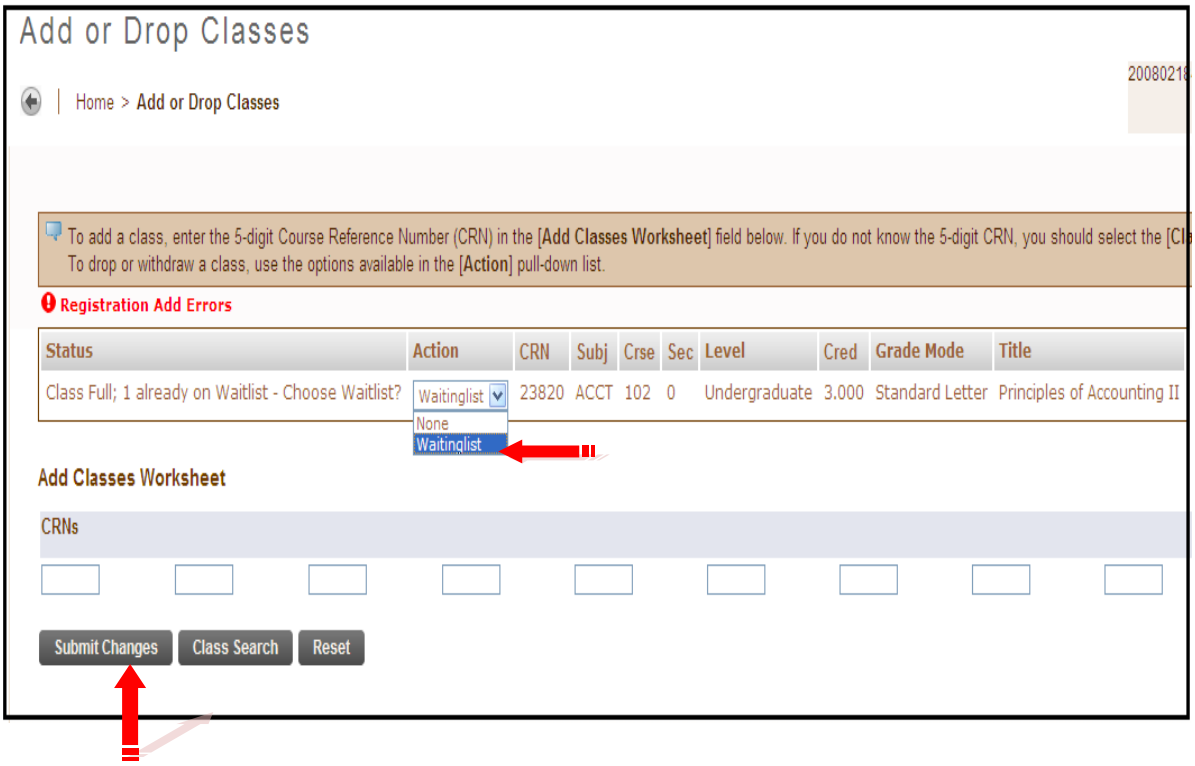
Important Note: Student is not enrolled in the section once s/he is added to waitlist


Add or Drop Classes
Home > Add or Drop Classes
To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Cla
To drop or withdraw a class, use the options available in the [Action] pull-down list.
Add Classes Worksheet
CRNs
23820
Submit Changes
Class Search
Reset
View Holds
Registration Fee Assessment
CRN number
RELEASE: 8.4

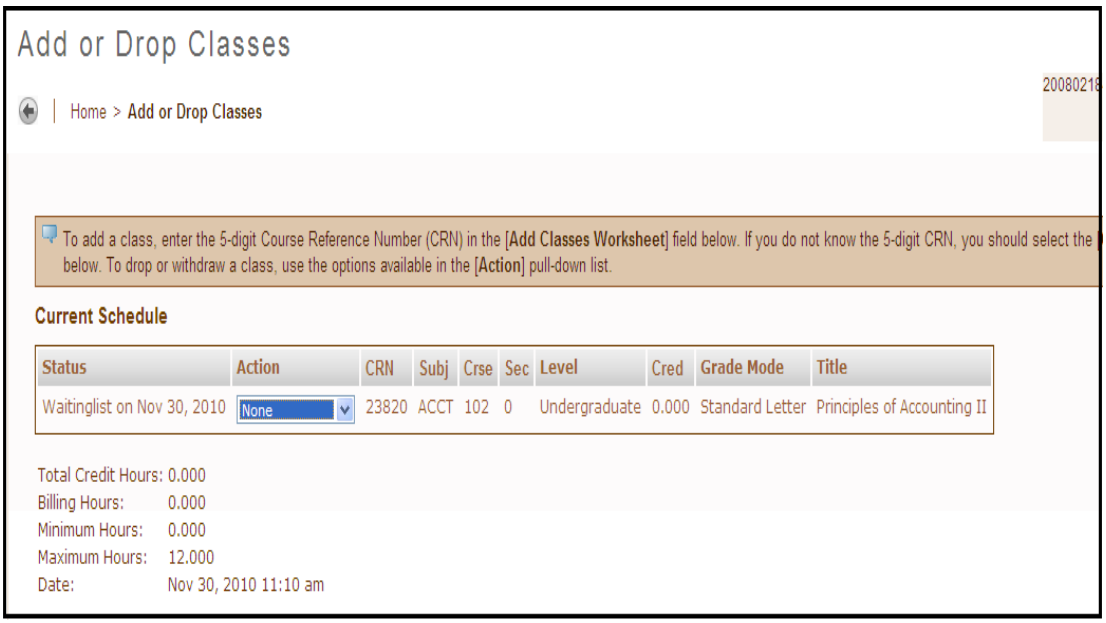
An error message will be displayed and it shows the number of student on waitlist and **Action** to be selected for being on the waiting list. For example, there is one student on the waiting list and there is availability on waitlist



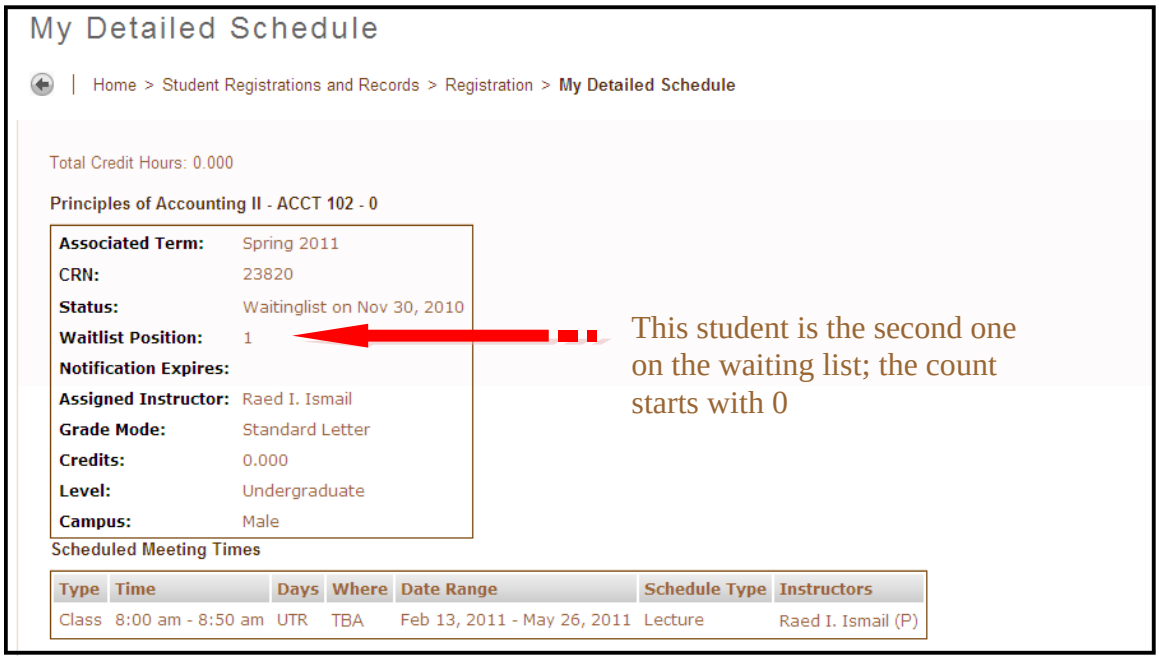
Select **Waitinglist** from the drop down option under **Action** and then click on **Submit Changes** button.


Add or Drop Classes
Home > Add or Drop Classes
To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Cl
To drop or withdraw a class, use the options available in the [Action] pull-down list.
Registration Add Errors
Status
Action
CRN
Subj
Crse
Sec
Level
Cred
Grade Mode
Title
Class Full; 1 already on Waitlist - Choose Waitlist?
Waitinglist
23820 ACCT 102 0 Undergraduate 3.000 Standard Letter Principles of Accounting II
None
Waitinglist
Add Classes Worksheet
CRNs
Submit Changes
Class Search
Reset

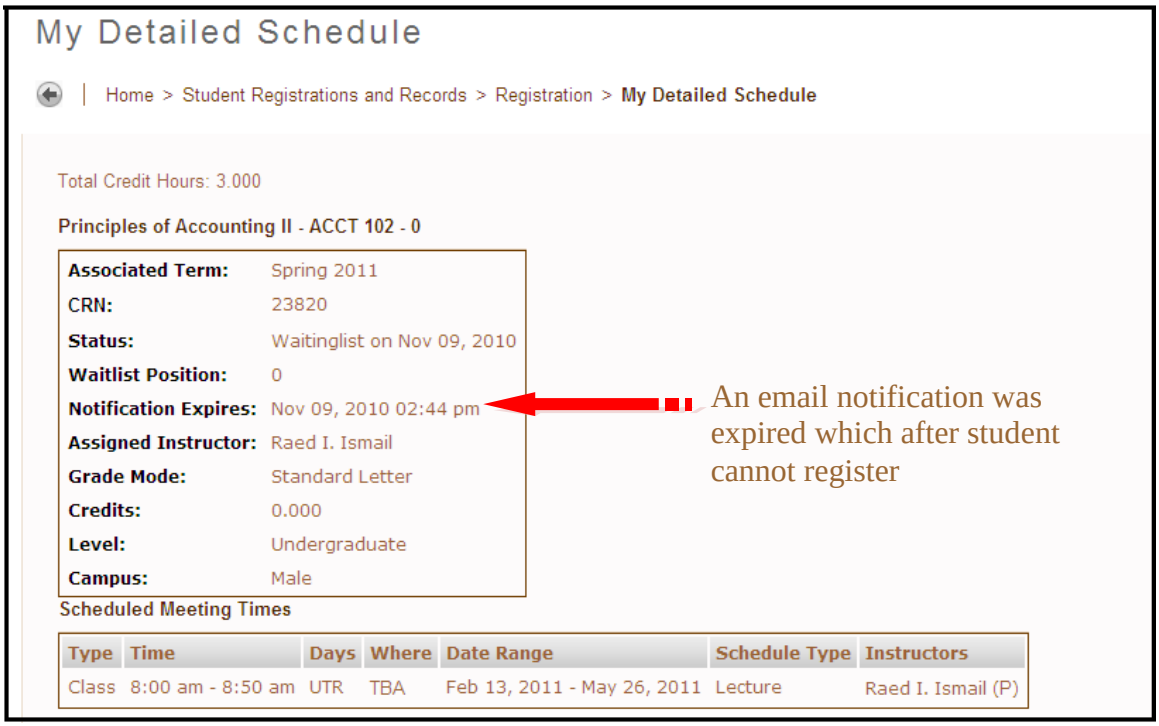
The waitlisted class will be displayed in **Add or Drop Classes** as shown below.


Add or Drop Classes
Home > Add or Drop Classes
To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the
below. To drop or withdraw a class, use the options available in the [Action] pull-down list.
Current Schedule
Status
Action
CRN
Subj
Crse
Sec
Level
Cred
Grade Mode
Title
Waitinglist on Nov 30, 2010
None
23820 ACCT 102 0 Undergraduate 0.000 Standard Letter Principles of Accounting II
Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Nov 30, 2010 11:10 am

You can also view the waitlisted class with waitlist position in **My Detailed Schedule** page under **Registration** menu.


My Detailed Schedule
Home > Student Registrations and Records > Registration > My Detailed Schedule
Total Credit Hours: 0.000
Principles of Accounting II - ACCT 102 - 0
Associated Term: Spring 2011
CRN: 23820
Status: Waitinglist on Nov 30, 2010
Waitlist Position: 1
Notification Expires:
Assigned Instructor: Raed I. Ismail
Grade Mode: Standard Letter
Credits: 0.000
Level: Undergraduate
Campus: Male
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 8:00 am - 8:50 am UTR TBA Feb 13, 2011 - May 26, 2011 Lecture Raed I. Ismail (P)
This student is the second one on the waiting list; the count starts with 0

If an email notification was sent out and student did not register within 12 hours, the notification expiration time will be displayed as shown below

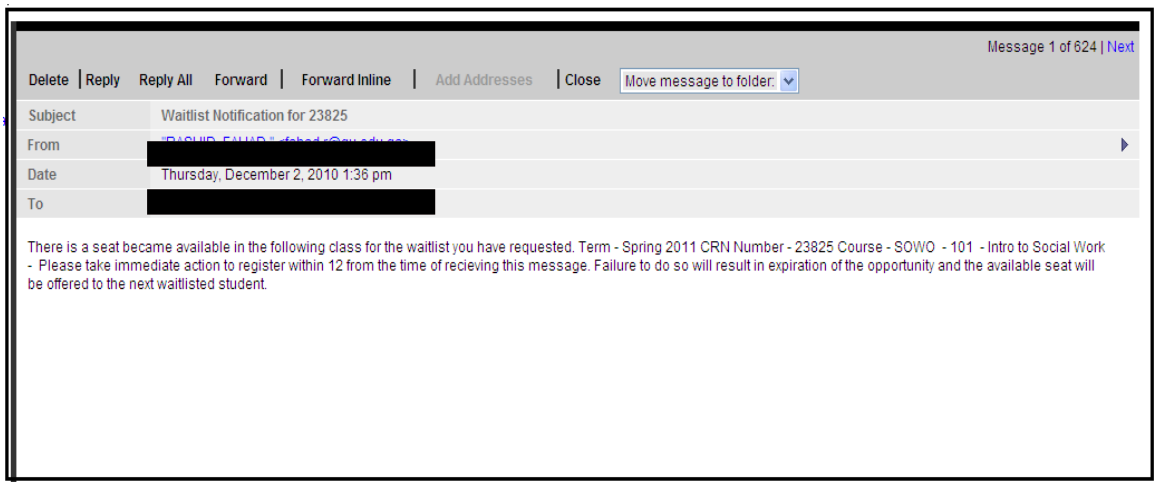

My Detailed Schedule
Home > Student Registrations and Records > Registration > My Detailed Schedule
Total Credit Hours: 3.000
Principles of Accounting II - ACCT 102 - 0
Associated Term: Spring 2011
CRN: 23820
Status: Waitinglist on Nov 09, 2010
Waitlist Position: 0
Notification Expires: Nov 09, 2010 02:44 pm
Assigned Instructor: Raed I. Ismail
Grade Mode: Standard Letter
Credits: 0.000
Level: Undergraduate
Campus: Male
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
Class 8:00 am - 8:50 am UTR TBA Feb 13, 2011 - May 26, 2011 Lecture Raed I. Ismail (P)

An email notification was expired which after student cannot register

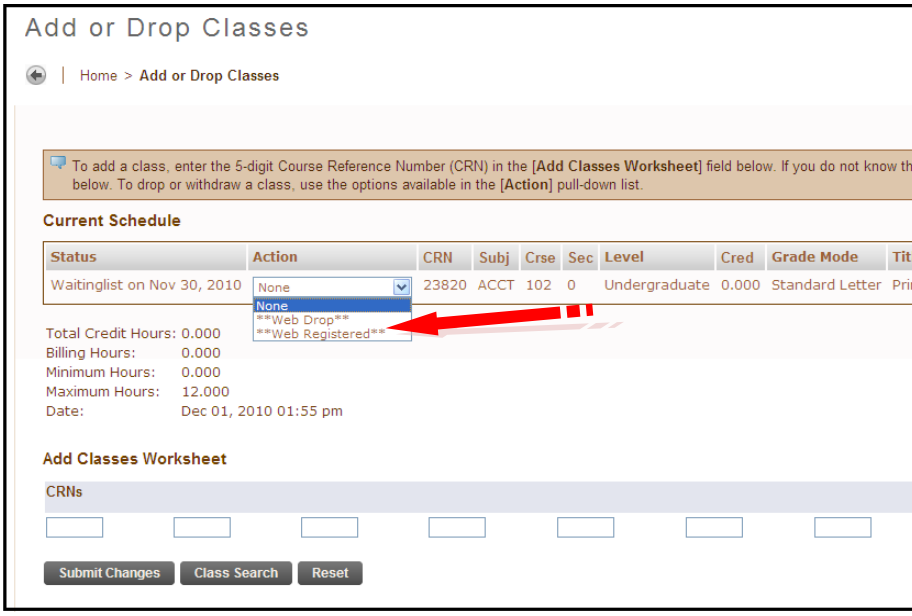
3 Registering for a section from Waitlist

When a seat became available, an email notification will be sent to you as shown below notifying you that you must register within 12 hours of receiving the message. Therefore, it is highly important to check your email constantly during the add and drop period. You can access email through http://mail.qu.edu.qa or http://my.qu.edu.qa

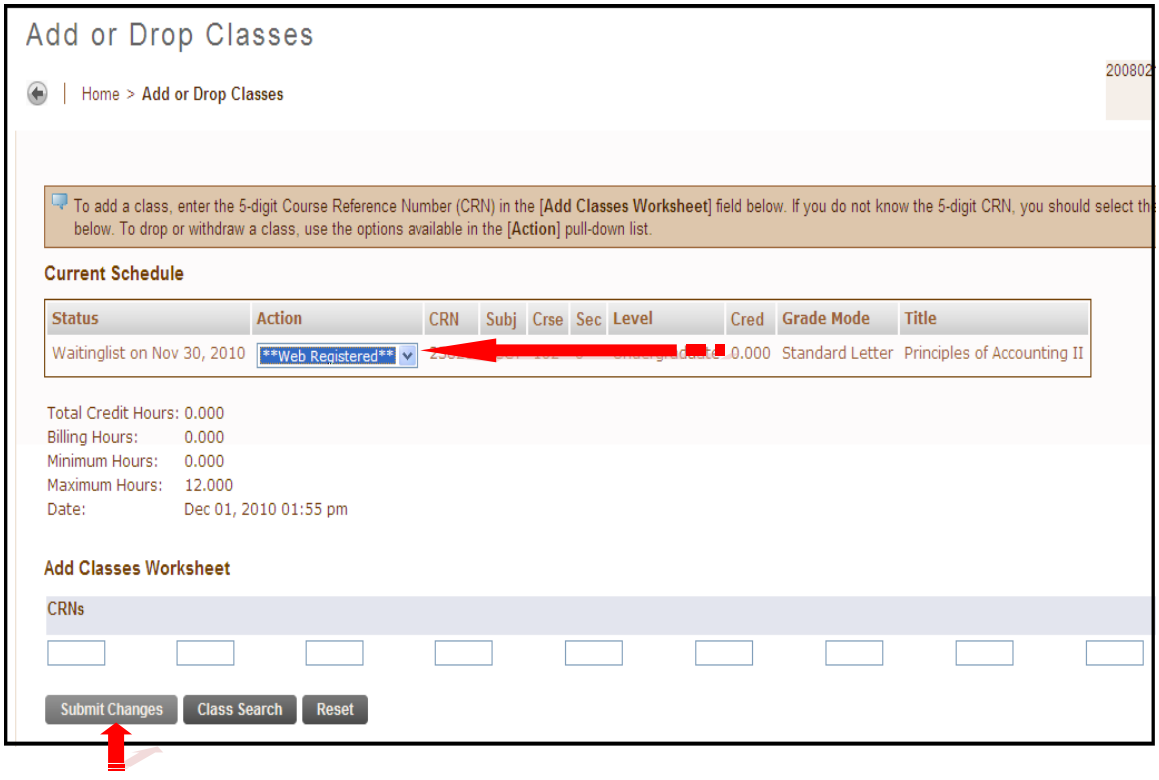
Important Note: Student must register through Student Self Service after receiving the email notification because enrollment to class is not automatic for waitlist Failing to register within 12 hours will result losing your chance to register for the section and the next student on waitlist will get an email notification


Message 1 of 624 | Next
Delete | Reply Reply All Forward | Forward Inline | Add Addresses | Close Move message to folder:
Subject Waitlist Notification for 23825
From [redacted]
Date Thursday, December 2, 2010 1:36 pm
To [redacted]
There is a seat became available in the following class for the waitlist you have requested. Term - Spring 2011 CRN Number - 23825 Course - SOWO - 101 - Intro to Social Work - Please take immediate action to register within 12 from the time of recieving this message. Failure to do so will result in expiration of the opportunity and the available seat will be offered to the next waitlisted student.

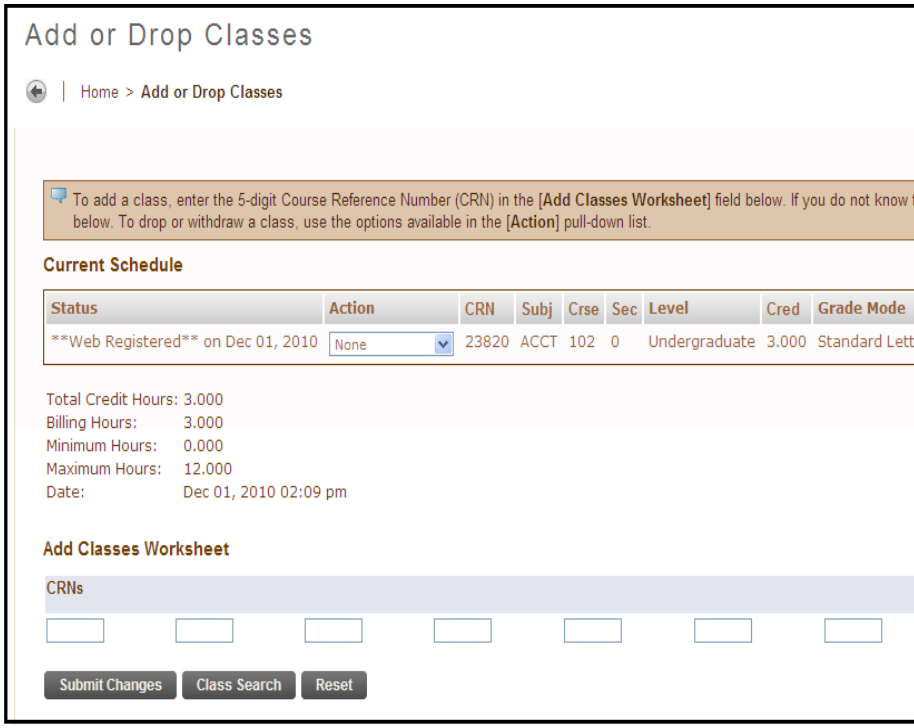
After receiving the email notification, the status ****Web Registered**** will be available in the drop down option as shown below



Select status **__**Web Registered****__ and click on **__Submit Changes__** button.



The registered section will be displayed in **__Add or Drop Classes__** as shown below.


Add or Drop Classes
Home > Add or Drop Classes
To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know
below. To drop or withdraw a class, use the options available in the [Action] pull-down list.
Current Schedule
Status
Action
CRN
Subj
Crse
Sec
Level
Cred
Grade Mode
Web Registered on Dec 01, 2010
None
23820
ACCT
102
0
Undergraduate
3.000
Standard Lett
Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Dec 01, 2010 02:09 pm
Add Classes Worksheet
CRNs
Submit Changes
Class Search
Reset